



2022 Legislative Conference



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FAQ

VACCINE MANDATE QUESTIONS

Is there a vaccine mandate in Washington, D.C.?

No. As of February 15, 2022, per Mayor's Orders, the indoor vaccination mandate in Washington, D.C. has been lifted. This means indoor venues will no longer be required to verify patrons are vaccinated. Please note that some establishments, including restaurants, may still require proof of vaccination.

PROGRAM QUESTIONS

When will I receive meeting materials?

Meeting information will be available via the mobile app. Instructions for how to download the mobile app will be included in a confirmation email that will be sent approximately 1 week before the Legislative Conference begins.

When should I arrive and depart?

The 2022 Legislative Conference runs from Sunday, May 1, 2022, through Thursday, May 5, 2022. The conference will begin with a reception at 4:30 PM ET on Sunday, May 1. Monday's agenda includes key issues updates and effective advocacy and engagement strategies. Congressional visits (arranged by your Statewide) will take place Tuesday, May 3 – Thursday, May 5.

REGISTRATION QUESTIONS

Why do you recommend that I register online?

To avoid delays in processing time by mail or fax, we encourage you to register online by logging on to cooperative.com and going to the [Legislative Conference webpage](#). By registering for the meeting online, you gain immediate access to online hotel reservations.

What is the deadline for Legislative Conference registration?

Online registration is available until May 1, 2022. Registration will also be available onsite.

NAME BADGE QUESTIONS

When will I receive badges for the people I register?

You won't! Attendees will be able to print badges onsite.



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How does it work?

An email confirmation will be sent to the registrant and registration contact (provided there is an email address) at least 1 week before the start of the meeting. The confirmation email will include a bar code that can be scanned at any of the badge pick-up stations. If for any reason the bar code does not appear on the email confirmation, you can use the four- or five-digit confirmation ID that is provided in the same email, or you can simply type in your name. Registration assistants will be there to help.

What happens if I forget to bring the email confirmation with bar code?

No problem. You can still print your badge by simply typing in your first and last name.

Where will the Badge Pick-Up stations be located?

Stations will be in the Hyatt Regency Washington on Capitol Hill Hotel in the Columbia Foyer.

What time will the stations be open for printing badges?

Stations will be available:

- Sunday, May 1: 2:00 – 5:30 PM ET
- Monday, May 2: 7:30 – 5:00 PM ET
- Tuesday, May 3: 7:30 – 10:30 AM ET

I have registered 15 people. Am I going to get 15 e-mails with bar codes?

Yes, a confirmation email will be sent to the registrant's email address (primary email listed in cooperative.com if one is available) as well as the "registration contact" (the person who registered the attendee). It could be If you register 15 people, you will receive one email for each person (if an email address was provided).

How does the system prevent one person from getting two name badges or tickets?

Attendees will be allowed to print their name badge ONCE from the stations. If they lose or need a replacement name badge, they need to go to the onsite registration desk to request a reprint.

Can I print badges for people in my group?

Yes, you may print a badge on site for attendees in your group. Each person's badge can only be printed once from the stations, so please coordinate accordingly.



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Let's say I register several attendees online for the meeting and receive a confirmation. What is the procedure if I need to register another attendee?

You may register additional attendees through cooperative.com at any time. Simply go to the Regional Meeting website on cooperative.com and click on the "Register" button.

What is the process to make a change to an existing registration?

Members with a cooperative.com login account can make changes, such as cancellation, to an existing registration online if they are the registrant or the registration contact. Simply visit [My Registrations](#) (log-in required). If you do not have a cooperative.com login, need to make a substitution or you are not the registration contact, the changes need to be sent to Accounts Receivable via email at accountsreceivable@nreca.coop or faxed to 703-907-5951.

HOTEL QUESTIONS

NRECA HOUSING CENTER

Phone Number: 864-208-3369

E-mail: To expedite your e-mail requests, please direct all e-mail inquiries to nrecaleg@maritz.com.

What is the deadline for hotel reservations?

Online reservations will be open until 9:00 p.m. ET on Wednesday, March 30, 2022. Shortly thereafter the housing list will be checked for accuracy and transferred from the Housing Center to the hotel where reservations will be secured within the hotel's reservation system.

The Housing Center will be available on **Thursday, March 31, 2022, from 9:00 a.m. to 5:00 p.m. (ET)**, to assist with questions about your existing reservations only, to include date changes and cancellations. The Housing Center will be officially closed to accept phone and email requests after this date. Additional inquiries may be directed to ncreahousing@nreca.coop after this date.

Are States being assigned to specific hotels?

For the 2022 Legislative Conference, reservations will be secured on a first-come, first served basis. The hotel for the 2022 Legislative Conference is the Hyatt Regency Washington Hotel.

What should I do if rooms are not available before the cut-off date?

If no rooms are available at the convention hotel, "Hotel Pending" should be selected as a hotel option. Selecting this option ensures that the reservation request will be processed as soon as additional inventory is secured and/or an alternate hotel has been identified. Members who



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secure a reservation using “Hotel Pending” will receive an email confirmation identifying the hotel name, location and rate once the hotel has been confirmed. NRECA guarantees a guestroom to all members who have secured a guestroom through the NRECA Housing Center prior to the published cut-off date.

Who do I contact to obtain room nights outside of the room block pattern provided?

Members wishing to extend their stays beyond the dates provided online may do so on an availability basis only. Reservations for the nights proceeding Saturday, April 30, 2022 and after Wednesday, May 4, 2022, may not be available. Please make a reservation online for any available dates; then, contact the Housing Center via email to request a date change to the reservation. The Housing Center works closely with NRECA’s convention hotel to accommodate all requests and confirmation of these additional nights will be provided as quickly as possible. Extended stay requests will be confirmed based on hotel availability and are not guaranteed.

What if I have problems securing my online hotel reservations?

Contact the Housing Center at nrecaleg@maritz.com or 864-208-3369 for additional assistance. The customer support team is trained to answer your questions. However, if challenges are encountered and appropriate resolutions are not obtained, please contact NRECA at nrecahousing@nreca.coop.

May I contact the hotel directly to secure my reservations?

The NRECA Housing Center is set up to manage all reservations for the 2022 Legislative Conference. Only reservations received by the hotel from the NRECA Housing Center will be accepted into the NRECA room block. Room reservations secured in ways other than through the NRECA Housing Center (via cooperative.com) may be subject to (1) higher rates and/or (2) being transferred from the NRECA room block to a neighboring hotel. Only after the hotel cut-off date will members be able to secure reservations directly with the hotel. NRECA will not be held responsible for rooms reserved outside of the NRECA block.

On and after **Wednesday, April 6, 2022**, all guestroom requests (to include changes, substitutions, and cancellations) must be made directly with the hotel(s). Please do not call the hotel to confirm hotel reservation(s) until Wednesday, April 6, 2022, as rooms may not be confirmed by the hotel until this date. New reservation requests must be made by contacting the hotel directly on and after this date. New reservations will be based on hotel availability and may be subject to a higher rate. NRECA will not be responsible for guestroom additions and/or modifications made directly with the hotel on or after Wednesday, March 30, 2022.



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When should I expect to receive a hotel confirmation number?

An immediate confirmation of your hotel request will be forwarded to the contact person via email from the Housing Center once the reservation request has been completed. Completed reservation requests require the appropriate payment information. The reservation confirmation email will be the only notice you will receive from the Housing Center regarding your reservation request. This notice guarantees your reservation at the hotel. Please review all information for accuracy. If a reservation confirmation email is not received within 2-3 business days of completing your reservation request, please contact the Housing Center at nrecaleg@maritz.com or 864-208-3369.

Otherwise, hotel confirmation numbers may be obtained by contacting the hotel directly on and after Wednesday, April 6, 2022.

When I enter my credit card information, a prompt is forwarded stating that my credit card is invalid. What's going on?

Valid credit card information is provided when the rooming lists are forwarded to the hotels. The credit card used must not expire before June 2022. A valid credit card is needed for the hotel to charge the one-night deposit due at the cutoff date.

What is NRECA's room cancellation policy?

All cancellations must be submitted in writing to the Housing Center (via email at nrecaleg@maritz.com or by fax at 301-694-5124) by 9 p.m. ET on Wednesday, March 30, 2022 to avoid a cancellation fee. A non-refundable deposit equal to one (1) night's room and tax will be charged for cancellations made March 30, 2022 to the credit card used to guarantee the reservation. NRECA's housing cancellation policy overrides any hotel policies concerning room cancellations.

CANCELLATION POLICY FOR THE HYATT REGENCY WASHINGTON HOTEL: Reservation cancellations received for guest staying at the Hyatt Regency Washington on Capitol Hill Hotel will incur a cancellation fee equal to two (2) night's room and tax for cancellations made after March 30, 2022, to the credit card used to guarantee the reservation.